**MINUTES OF THE MEETING OF INGESTRE WITH TIXALL PARISH COUNCIL**

**on Wednesday, 11 January 2023, at 7.45pm at Tixall Village Hall**

**Present:** Cllrs: Mr M Sindrey (Chairman), Mr N Bostock, Dr Tric Parrott and Mrs Jane Tinniswood representing Tixall. Mr D Lees and Mrs Nicola Woodhouse representing Ingestre.

**1/23 Apologies:** Vice Chairman Mrs Sue Haenelt (illness) andSCC Cllr John Francis (illness).

It was resolved to accept the apologies received.

**2/23 PUBLIC OPEN SESSION** – no members of the public attended.

**3/23 DECLARATION OF INTERESTS**

Chairman commented that all Councillors present had previously declared an interest in HS2. No other declarations of interest declared.

**4/23 MINUTES APPROVED**

**a.** Minutes of the Parish Council meeting held on 9 November 2022 were approved and signed as a correct record.

**5/23 MATTERS TO BE UPDATED from previous meeting**

**a. 68/22a – Local Plan consultation.** Decision to review need for submission of comments after the TVCG meeting on 17.11.2022 was noted.

**b. 85/22a – Canal Tow Path project.** Communication agreed with Cllr Bostock, which had been added to the Parish website, displayed around the Parish and shared with Colwich and Berkswich Parish Councils for information, was noted. Cllr Bostock advised that the site had now been marked out and that CRT were awaiting for the approved contractor to be agreed.

**6/23 COUNTY COUNCILLOR REPORT**

**a.** Cllr Francis did not attend.

**7/23 BOROUGH COUNCILLOR REPORT**

**a.** Clerk provided copy of Cllr Mrs Beatty’s Report. Cllr Mrs Beatty informed Council that the Fire Service are willing to talk to Parish Councils on general safety matters, etc. The Fire Service is being called upon more often owing to ambulance strikes.

Cllr Sindrey raised the matter of a proliferation of buildings and road signs at Hoo Mill crossroads which Cllr Mrs Beatty agreed to investigate and advised the Clerk contact the Enforcement Team at SBC to establish if planning permission is needed. It was noted that the landowner is unknown. Cllr Sindrey will provide photos for Clerk to share with SBC.

**Action – Clerk and Cllr Sindrey**

Cllr Dr Parrott raised the matter of HGV’s using Holdiford Road (not HS2 traffic), which travel at speed and aggressively, drivers are belligerent and vehicles are unliveried. Cllr Bostock queried why Stafford Borough Council continues to build houses on the eastern side of Stafford, without ensuring the provision of adequate infrastructure? Small villages, with small village lanes are being overburdened by volumes of traffic. Cllr Mrs Beatty advised this had been raised with Staffs County Council, as the Highways Authority, the response was that no infrastructure on the eastern side of Stafford will be built in the next 40 years and therefore, advised the Parish Council to raise this with Staffs County Council for inclusion into the Local Plan.

**Cllr Mrs Beatty left the meeting at 8.05pm**

**8/23 PLANNING MATTERS**

To note decision made between meetings in respect of the following Planning Application:

**a. 22/36741/TCA – Quarrywood Cottage, Tixall Village Road, Tixall.** Fell conifer in Tixall Conservation Area, which has become too large and overgrown for area. No objections or comments presented: Planning Authority were advised on 22.11.2022.

**New Applications:**

**b. 22/36798/FUL – The Dower House, Ingestre Park Road, Ingestre.** Retrospective application for a timber post and 4 rail agricultural fence 1.3m high. The erection of the fence along Ingestre Park Rd was discussed and the following comments were made: the installation of the fence has created a situation where visibility has been significantly reduced for vehicles exiting The Dower House onto Ingestre Park Road, which in the opinion of the Cllrs, has created a dangerous situation.  As the fence has been installed so close to the edge of the highway, there is now no safe space for pedestrians/dog walkers/horse riders to use, when trying to get out of the way of traffic using the road.  The volume of traffic along Ingestre Park Road has increased, with many vehicles travelling at speed and the position of the fence has made it dangerous.  In addition, the grass verge on the opposite side of Ingestre Park Rd is getting churned up, as vehicles are having to mount the grassed verge to be able to safely pass each other.  The Parish Council is aware that a number of parishioners are unhappy with the installation of the fence and whilst Cllrs did not raise an objection in principle to the fence, wished to comment that they believe it has been installed too close to the highway and are fully supportive of the comments submitted by SCC Highways that the fence should be moved back to ensure adequate visibility along the road, which in turn will ensure a safe space for pedestrians, etc to use. Planning Authority to be advised accordingly.

**Action – Clerk**

**c. 22/36775/HOU – 5 Home Farm Court, Ingestre.** Erection of an outbuilding. No comments or objections were raised. Planning Authority to be advised accordingly.

**Action - Clerk**

**9/23 CLERKS REPORT**

Clerk provided an update on the following matters:

**a.** An update on the meeting discussions from the TVCG meeting held on 17.11.2022 was provided and covered the following topics:

* SCC Highways – contract with Amey has been renewed for a further 5 years, however, SCC recognise poor service delivery and that relationships between SCC and Parish Councils have suffered. Therefore, SCC will take back elements of control and set up dedicated teams for long term improvements.
* HS2 update – several ‘A’ roads within the County will be used as main construction routes, passing bays will be installed where needed/practical. HS2 & SCC will work closely together. HS2 traffic should not use Holdiford Rd, all HS2 trucks will display signage ‘working on behalf of HS2’.

**b.** Quarterly combined meetings with HS2 will be set up for 2023.

**c.** Donation of £420.00 has been received from HS2 towards 2022/23 Audit costs.

**d.** Clerk’s hours of work were reviewed and an increase in the weekly hours from 4 hours to 5 hours was approved, back dated to 1 October 2022. Clerk to arrange payment of arrears accordingly for presentation to the March meeting.

**Action - Clerk**

**e.** An Application to the Rural Development Fund has been made, with the support of Cllr Lees. This is for tree labels and plaques at the Ingestre Community Garden and the project will be supported by volunteers.

**10/23 FINANCE**

**a.** The following payment was noted:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Paid to:** | **Details:** | **Net Amount** | **VAT** | **Total Paid** |
| HP Instant Ink | Monthly printing contract: 16.11.22 – 15.12.22. Direct Debit payment | £3.74 | £0.75 | £4.49 |

**b.** Accounts outlined below were approved for payment:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Paid to:** | **Details:** | **Net Amount** | **VAT** | **Total Paid** |
| Clerks’ salary & expenses | Period covered: 1 November – 31 December 2022, including Arrears of pay from 1.4.2022 to 30.10.2022 | £469.27 | £0.75 | £470.02 |
| HMRC | PAYE for the period 6.11.22 – 5.1.23 | £112.60 | Nil | £112.60 |
| SVS Garden Services | Grass cutting at Ingestre community garden on 9 November & 20 December 2022 | £60.00 | Nil | £60.00 |
| Ingestre PCC | Donation for Church maintenance | £500.00 | Nil | £500.00 |

**c.** Payment of arrears of salary for Parish Clerk, from 1.4.2022 NJC Pay Award were approved. It was noted that the arrears owing have been included above.

**d.** Budget for 2023/24 was reviewed and the following amendments were approved: annual salary budget for Parish Clerk increased to £3900.00; reduction in donation for Tixall Church to £300.00 and Grass Cutting provision set at £100.00, whilst Community Garden Fund remains. Precept for 2023/24 was approved as follows: Ingestre £2975.00 and Tixall £2975.00, which represents an increase of £300.00 per Parish.

**e.** The Financial Regulations were reviewed and updated accordingly in line with the provision of a Business Debit Card, for use by the Clerk and Chairman only, with a single transaction limit being set at £200.00, unless authorised by full Council in advance of expenditure. The updated document will be added to the Parish website.

**Action – Clerk**

**f.** The Risk Management Assessment, as prepared by the Clerk was reviewed and formally adopted. Clerk will add to Parish website.

**Action – Clerk**

**11/23 CIVIC AMENITY VISITS**

**a.** Dates were confirmed: 1 April and 7 October 2023. Agreement signed by Chairman. Clerk will arrange submission to SBC.

**Action – Clerk**

**12/23 MEETING DATES FOR 2023/24**

**a.** The following meeting dates for 2023/24, as proposed by the Clerk, were approved:

Annual meeting of the Council, followed by Parish Council meeting – 10.5.2023;

Annual Parish meeting – 17.5.2023; Parish Council meetings for rest of 2023/24: 12.7.2023 (at Ingestre Orangery); 13.9.2023; 8.11.2023; 10.1.2024 and 13.3.2024. All meetings to be held at Tixall Village Hall, unless stated otherwise.

**b**. It was resolved the Parish Council will host a meeting at Ingestre Orangery on 12.7.2023 and Clerk will inform the Orangery accordingly.

**Action – Clerk**

**13/23 PARISH COUNCIL ELECTIONS 2023**

**a.** Cllr Mrs Woodhouse informed Council of her intention not to stand in the May 2023 Parish Council election, which was noted.

**b.** Clerk advised Cllrs of the advice received from the Internal Auditor regarding the use of personal email addresses for Parish Council business and the requirements of the Accountability and Governance Guide. Internal Auditor suggested this as a requirement for new Cllrs. This was noted, however, some Cllrs expressed reservations about having a dedicated Parish Council email address, Clerk advised about the implications of potential data breach or freedom of information request, which was noted. It was resolved to seek further advice the Internal Auditor and to explore if SCC could offer dedicated Parish Council email addresses for Cllrs.

**Action - Clerk**

**14/23 STANDING ITEMS**

**a.** HS2 – CEF grant application for contribution towards a replacement Church organ was discussed. Cllr Lees provided an update and after discussion it was noted that the Parish Council was unable to proceed with the Application and that the Church should make their own Application. Cllr Lees asked Cllrs to identify projects that the Parish Council could make a grant application for the benefit of the Parish, which he was willing to progress.

**Action – all Cllrs**

**b.** Roundabout status at Hoo Mill crossroads was discussed, it was resolved that a safe solution was needed and that an approach to SCC was required to ensure this is noted, which the Clerk will progress.

**Action – Clerk**

**c.** It was resolved to invite representatives from Kier and Balfour Beatty to attend the Parish Council meeting in September 2023. Clerk to arrange.

**Action - Clerk**

**15/23 VILLAGE MATTERS**

**a.** Cllr Lees provided an update on themaintenance at Ingestre CommunityGarden, which was acknowledged. Once the outcome of the Application for a grant to the Rural Development Fund was known, further maintenance could be progressed. Cllr Lees to keep Council informed.

**b.** It was resolved that the footpath along Ingestre Park Road was a matter for further discussion with SCC and will be raised with SCC Cllr Francis.

**Action – Clerk**

**c.** Clerk provided update from SCC regarding the potential relocation of the finger post signage at Bottle Lodge, which advised about landowner agreement; establishment of underground services and insurance to cover volunteers when working at the roadside. Cllr Lees agreed to consider this further.

**Action – Cllr Lees**

**d.** Canal Tow Path – see Minute Ref 5/23b above.

**16/23 TO RECEIVE CORRESPONDENCE**

**a.** Membership of CRPE (Council for Protection of Rural England) was discussed and it was resolved not to proceed with this.

**b.** Interest from SJL Landscapes for grass cutting/one off jobs was noted. It was resolved to obtain a quote for grass cutting at the Community Garden and to explore costs for one off weeding jobs. Cllr Lees to meet contractor on site, which Clerk will facilitate.

**Action – Clerk and Cllr Lees**

**c.** Invitation to SBC’s Mayor’s Charity Ball on 17.2.2023 was noted.

**d.** Consultation on Precept provision for 2023/24 from Police & Fire and Rescue Services in Staffordshire and SOT was noted, with no comments being made.

**17/23 ITEMS FOR NEXT AGENDA**

**a.** No items raised.

Meeting closed at 10.05pm